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Transportation

VEHICLE ACCIDENT/ABUSE/INCIDENT

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OPR: 62 TRANS/LGTM
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This instruction implements Air Force Joint Manual (AFJAM) 24-306 and Air Force Manual (AFMAN) 24-307. It outlines definitions, responsibilities, and procedures for an effective vehicle accident and abuse program with the visibility and emphasis placed at the unit level and under the direct control of the unit commander.

1. General: This instruction is applicable to all persons operating government-owned or leased vehicles (GOV) assigned to McChord Air Force Base, or their geographically separated units.

2. Definitions:

- 2.1. Vehicle Fair Wear and Tear: The normal expected deterioration of a vehicle or equipment based on its age, usage, and life expectancy.
- 2.2. Vehicle Accident: Any situation where a GOV strikes or is struck by another GOV, non-GOV and/or object, structure, or animal where action by any participative vehicle operator could have prevented the outcome.
- 2.3. Vehicle Incident: Any situation where a GOV sustains damage where the actions of any participative vehicle operator could not have prevented the outcome (i.e., act of nature).
- 2.4. Vehicle Abuse: An act or omission that has caused or may cause damage to a GOV that cannot be attributed to fair wear and tear, accident, or incident.
- 2.5. Vehicle Accident Report: A written report completed by law enforcement that details a vehicle accident and typically assesses responsibility for the accident. The AFMAN 24-306, *Manual for the Wheeled Vehicle Driver*, and State law require that law enforcement be summoned to a vehicle accident.

2.6. Using Organization: The organization that was using the GOV at the time of the accident/abuse/incident.

2.7. Owning Organization: The organization that is authorized and assigned a GOV.

3. Policy:

3.1. If a GOV operator is involved in a GOV accident, he/she will summon law enforcement to the scene of the accident. They will also request a copy of the law enforcement accident report. The GOV operator or operator's organization will also immediately contact either the 62 Transportation/Vehicle Maintenance (TRANS/LGTM), 982-5591, or 62 TRANS/Dispatch, 982-2684, and notify them of the accident and if necessary, request vehicle maintenance assistance.

3.2. Upon receipt of the GOV accident report, using organizations will immediately forward a copy of it to 62 TRANS/LGTM (if no accident report is obtained, using organization will be responsible for reimbursement).

3.3. If a GOV operator is responsible for a GOV **accident** as determined by the vehicle accident report, that operator's organization will reimburse the 62 TRANS/LGTM the cost of all materials and, if applicable, contracted labor costs associated with the repair of the damaged GOV.

3.4. Any organization that **abuses** a GOV will be responsible for reimbursing the 62 TRANS/LGTM the cost of all materials and if applicable, contracted labor costs associated with the repair of the abused GOV. Abuses will be determined by the 62 TRANS/LGTM. Examples of GOV abuses are detailed in [Attachment 2](#).

3.5. To expedite repair of GOVs involved in an accident or abuse, using or owning organizations will have five working days from receipt of the Accident or Abuse Notification Letter ([Attachment 3](#) or [Attachment 4](#)) to respond with a Memorandum of Release/Acceptance of Financial Responsibility ([Attachment 5](#)) to the 62 TRANS/LGTM.

3.6. If an organization disputes the accident or abuse liability, they must present their dispute in written format through the 62 TRANS/CC to the Commander, 62d Logistics Group (LG/CC) within five working days of receipt of the Accident or Abuse Notification Letter. The 62 LG/CC is the final decision authority for all vehicle accident or abuse disputes.

3.7. Payment will be accomplished through a transfer of funds from the using organization's operation and maintenance (O&M) account or its Transportation Working Capital Fund (TWCF) to the 62 TRANS/LGTM. Note: The type of funds used (e.g. O&M or TWCF) will depend on whether or not the damaged GOV is O&M or TWCF support.

3.8. Reimbursement will be made regardless of individual pecuniary liability as determined by a Report of Survey.

4. Procedures:

4.1. The 62 TRANS/CC will issue a Letter of Accident or Abuse Notification ([Attachment 3](#) or [Attachment 4](#)) to the Squadron Commander and the Vehicle Control Officer/Noncommissioned Officer (VCO/VNCO) of the using organization with a copy of the repair estimate work order.

4.2. The Vehicle Maintenance Flight (62 LGTM) will:

4.2.1. Identify vehicle damage caused by accident, abuse or incident.

- 4.2.2. Repair the vehicle upon receipt of a Letter of Release and Acceptance of Financial Responsibility (**Attachment 5**) from the using organization.
- 4.2.3. Maintain accident/abuse case files to track quantity and repair cost data.
- 4.2.4. Provide an AF Form 20, Repair Cost and Reparable Value Statement, when requested by the owning/using organization.
- 4.2.5. Track and provide costs to be reimbursed to 62d Comptroller Squadron, Accounting and Finance Office (62 CPTF/FM) monthly.
- 4.3. The Vehicle Operations Flight (62 LGTO) may withhold issuing replacement GOV for GOVs involved in accident or abuse until the Letter of Release/Acceptance of Financial Responsibility is received by LGTM.
- 4.4. Using organizations will:
 - 4.4.1. If the GOV accident occurred at McChord AFB, the GOV operator will immediately call the 62d Security Forces Squadron (62 SFS) at 982-5624 and report the accident. If the accident occurs outside of McChord AFB, contact the applicable local law enforcement.
 - 4.4.2. Obtain and forward a copy of the law enforcement accident report to 62 TRANS/LGTM as soon as possible.
 - 4.4.3. Report the GOV accident to either the 62 LGTM, 982-5591, or Vehicle Dispatch, 982-2684, immediately. If needed, request vehicle maintenance assistance.
 - 4.4.4. Within five working days of receipt of the Accident or Abuse Notification Letter, investigate the accident or abuse and complete and forward a copy of the Letter of Release/Acceptance of Financial Responsibility (**Attachment 5**) to 62 TRANS/LGTM.
 - 4.4.5. If the using unit disputes the liability, they must within five working days submit their disagreement in writing to the 62 LG/CC through 62 TRANS/CC.
 - 4.4.6. Initiate a Report of Survey to determine individual responsibility.
- 4.5. The 62 CPTF/FM will transfer either O&M or TWCF (depending on what type of vehicle was damaged) funds from the liable unit to the 62 TRANS O&M or TWCF account on a monthly basis.

PAUL J. SELVA, Colonel, USAF
Commander, 62d Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFJMAN 24-306, *Manual for the Wheeled Vehicle Driver*, August 27, 1993

AFMAN 24-307, *Procedures for Vehicle Maintenance Management*, February 1, 2001

Abbreviations and Acronyms

AFMAN—Air Force Manual

CPTF/FM—Comptroller Squadron, Accounting and Finance Office

GOV—Government-Owned or leased Vehicle

LG/CC—Logistics Group

LGTM—Vehicle Maintenance Flight

LGTO—Vehicle Operations Flight

O&M—Operation and Maintenance

TRANS—Transportation

TWCF—Transportation Working Capital Fund

Attachment 2**EXAMPLES OF VEHICLE/EQUIPMENT ABUSE**

NOTE: The examples below are not an all-inclusive list of vehicle abuses.

A2.1. Examples of vehicle/equipment abuse:

A2.2. Tampering with governors or distributors.

A2.3. Operating vehicle/equipment with insufficient oils or coolants because of failure to check levels according to established requirements or failure to monitor dash instrumentation.

A2.4. Operating a vehicle with applied/dragging parking brakes.

A2.5. Improper distribution or failure to secure loads properly in cargo areas of vehicle/equipment or not following established loading/unloading procedures.

A2.6. Using a vehicle/equipment for other than its intended or designed purpose (i.e., 6K F/L used to transport a 10,000 pound pallet, bobtail tow-tractor used to transport passengers).

A2.7. Failure to clean/maintain a vehicle's interior/exterior to meet corrosion control and appearance requirements.

A2.8. Unauthorized wiring, marking, modification, or adding special equipment in or on vehicle/equipment.

A2.9. Vehicle/equipment being operated by an unqualified/untrained operator.

A2.10. Tire wear beyond recappable limits (i.e., cord exposed).

A2.11. Intentional destruction/disfigurement of vehicle/equipment interior/exterior.

A2.12. Operation of a vehicle/equipment in conflict with published Department of Defense, Occupational Safety and Health Administration, Air Force Occupational Safety and Health, Air Force regulations/instructions/manuals/technical orders, or Washington law concerning vehicle safety.

A2.13. Damage resulting from improperly installed or broken tire chains.

A2.14. Failing to clean interior and exterior of vehicle/equipment to meet appearance standards.

A2.15. Corrosion or oxidation caused by insufficient waxing or operator care, IAW AFMAN 24-307, para 1.6.

A2.16. Servicing the vehicle/equipment with improper fuel or oil.

A2.17. Operating a vehicle/equipment with improperly inflated tires.

A2.18. Failure to turn in vehicle for scheduled maintenance before an overdue condition exists. Pre-approved rescheduling due to mission is exempt.

A2.19. Damage resulting from the operator or passenger failing to securely hold doors while opening or closing them in windy conditions.

A2.20. Failing to come to a complete stop before changing direction or placing the vehicle/equipment's transmission gear selector in park.

A2.21. Failure to report malfunctions, defects in, or damage to a vehicle to Vehicle Maintenance within 24 hours of discovery. A pre-approved delay of this action to satisfy immediate mission needs can be authorized.

Attachment 3**SAMPLE ACCIDENT NOTIFICATION MEMORANDUM**

(Date)

MEMORANDUM FOR (USING ORGANIZATION/CC)

FROM: 62 TRANS/CC

SUBJECT: Notification of Government-Owned Vehicle (GOV) Accident

1. On (DATE), Vehicle (REGISTRATION NUMBER) was reported to Vehicle Maintenance with accident damage to the (LIST OF DAMAGE). As a result, your organization is required to process an accident case IAW 62 AWI 24-1.
2. This accident has been assigned Case Number (LGTMXXXX). An estimate of repairs has been accomplished and listed below. Your vehicle is currently being repaired and the actual cost of repairs will be provided upon request (after all work is completed).
 - a. Estimated Contractor Man-hours (if applicable): _____
 - b. Estimated Parts Cost (if applicable): _____
3. You have five working days to respond to this notification with a Memorandum of Release and Acceptance of Financial Responsibility (see example in [Attachment 5](#)). If you dispute this accident liability, you must submit your disagreement in writing to the 62d Logistics Group Commander (62 LG/CC) through me. The 62 LG/CC is the final authority on all accident disputes.
4. If you require additional information, please contact vehicle maintenance control at 982-5593.

TRANSPORTATION COMMANDER

Attachments:

1. Example of Release and Acceptance of Financial Responsibility Memorandum
2. Detailed Vehicle Repair/Work Order Estimate
3. Vehicle Damage Photo(s)

Attachment 4**SAMPLE SUSPECTED ABUSE NOTIFICATION MEMORANDUM**

(Date)

MEMORANDUM FOR (USING ORGANIZATION/CC)

FROM: 62 TRANS/CC

SUBJECT: Notification of Government-Owned Vehicle (GOV) Suspected Abuse

1. Vehicle (REGISTRATION NUMBER) was turned in for repair on (DATE) with (LISTED DAMAGE). The estimated cost of this repair action is (EST LABOR COST) for labor and (EST PARTS COST). Actual cost will be provided upon request, after repairs are completed. As a result, your organization is required to process an abuse case IAW 62 AWI 24-1.

2. This abuse action is based on the reason or reason(s) indicated below:

Failure to perform proper operator care (includes use of wrong fuel and failure to wax at least quarterly). Failure to report a safety defect in timely manner. Operating a vehicle with a known safety defect. Unreported accident damage. Damage due to overloading or failure to secure cargo. Damage due to unauthorized modification. Other:

3. This abuse has been assigned Case # LGTMXXXXX.

4. You have five working days to respond to this notification with a Memorandum of Release and Acceptance of Financial Responsibility (see example in [Attachment 5](#)). If you dispute this abuse liability, you must submit your disagreement in writing to the 62d Logistics Group Commander (62 LG/CC) through me. The 62 LG/CC is the final authority on all abuse disputes.

5. Unlike vehicle accident cases, we will not start any repairs until the Memorandum of Release and Acceptance of Financial is received from you or your VCO.

6. If you require additional information, please contact vehicle maintenance control at 982-5593.

TRANSPORTATION COMMANDER

Attachments:

1. Example of Release and Acceptance of Financial Responsibility Memorandum
2. Vehicle Repair/Work Order Estimate
3. Vehicle Damage Photo(s)

Attachment 5

**SAMPLE MEMORANDUM OF RELEASE AND ACCEPTANCE OF FINANCIAL
RESPONSIBILITY**

MEMORANDUM FOR 62 LGTM

FROM: (Using Organization)

SUBJECT: Memorandum of Release/Acceptance of Financial Responsibility

1. Vehicle (Registration Number) that (is assigned to our organization/was used by our organization) was involved in an (accident/abuse). Our investigation is now complete and the vehicle is released to maintenance for repairs.
2. I understand the cost associated with these repairs to include parts, materials, and civilian labor will be transferred from our unit's operation and maintenance (O&M) or the Transportation Working Capital Fund (TWCF) account to the applicable 62nd Transportation Squadron O&M account.

VCO/VCNCO/Unit Commander Signature Block